



Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

Oregon BRAC affected units are encouraged to apply!

Announcement #AF06-031

COMBAT COMMUNICATION SQUADRON COMMANDER

Nationwide Air Technician Vacancy Announcement

This position is located in the beautiful Pacific Northwest. Portland, Oregon, the City of Roses, has a mild climate with world class restaurants and other attractions in the area making it a great location for families and singles alike. With a close proximity to the Pacific Ocean and the Cascade Mountains you can walk on the beach, go clamming, go whale watching or enjoy hiking, skiing and snowboarding, all within an hour's drive! Come and experience all Portland has to offer! See you soon!

Open Date: 3 March 2006

Closing Date: Closed; Re-advertised as
AF06-031a

Series/Grade: GS-2210-12/13

Salary Range:

GS-12 \$64,860 - \$84,314 PA

GS-13 \$77,129 - \$100,263 PA

AFSC: 33SX

PD#: 80155

Location: 272 CBCS, Portland, Oregon

Type of Appt: Excepted **X** Officer **X**

PCS: PCS will be authorized

Areas of Consideration:

First Area: Current permanent full-time support personnel of the Oregon Air National Guard.

Second Area: Current members of the Oregon Air National Guard.

Third Area: Individuals eligible to become members of the Oregon Air National Guard.

Summary of Duties:

Responsible for the fulltime management of a squadron that provides tactical communications support to military and civilian authorities. Ensures the squadron meets all wartime combat readiness standards. Provides guidance and direction to the squadron through planning, coordinating, and directing a variety of functions including information management, telecommunications networks, help desk, communication networks (voice and data), plans and

programs, local computer program development and management, and maintenance control. Determines unit goals that are the foundation for long and short range planning and execution of all unit programs. Provides a focus for all unit functions and activities. Oversees the accomplishment of the unit's mission training program. Ensures squadron unit type code (UTC) training meets requirements and achieves combat readiness objectives. Ensures the availability of mission capable tactical communication-electronics UTCs to meet training and US Air Force contingency requirements. Directs the formulation, presentation, justification and execution of an allocated multi-million dollar budget involving both federal and state funds. Initiates the development and implementation of hazard abatement; fraud waste and abuse; health and fitness; public affairs and disaster response programs to meet federal, state and local requirements. Maintains liaison with national, state and local governmental agencies such as law enforcement, disaster relief, airport management and others on matters of operational and environmental safety, protection of resources and other issues of possible unit impact. Coordinates training requirements and plans for the squadron. Coordinates on host/tenant support agreements, memoranda of understanding, joint use and inter-service agreements, leases and licenses with military and civil agencies. Maintains mission readiness and compliance with directives as validated through the Inspector General and other review agencies. Ensures implementation of functional station information systems plan to provide for equipment data security, communications, data processing and computer services. Responsible for compliance with the Environmental Protection Program. Performs other duties as assigned.

Method of Evaluating Qualifications:
Knowledge, Skills and Abilities (KSA)

Candidates will be evaluated on the KSAs listed below. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrate your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in AFSC related to the position. Mere possession of an AFSC is not necessarily qualifying experience; months of actual experience is the qualifying factor.

APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:

General Experience

Supervisory, managerial, professional or technical work experience and /or training which has provided knowledge of management principles, practices, methods and techniques.

Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying at the **GS-12/13** level must have **36 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Leadership and supervisory experience to include mentoring and team building.
2. Ability to write reports, policies briefings, and various correspondences.
3. Skill in communicating with groups and individuals in a clear and concise manner.

4. Knowledge and experience in researching and analyzing data and leading staff processes designed to produce alternatives and recommendations to customers.
5. Knowledge and experience in the Communications-Electronics field including engineering communications systems; organizing projects; developing training, exercise and operational plans and programs; monitoring equipment readiness and managing equipment maintenance.
6. Knowledge and experience in coordinating activities with other civilian and military organizations, both Federal and State.

Substitution of Education for Specialized Experience

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in a computer related field such as computer science data processing, or information processing science.

Additional Desirable Qualities

The Oregon National Guard is seeking applicants for full time positions that are capable of recruiting additional members into both the Oregon National Guard and our full time workforce. Knowledge of our culture, our mission and vision, and the core values of the Oregon National Guard are essential in this endeavor. Be prepared to answer questions about the mission, vision and core values of the organization if selected for an interview.

Oregon National Guard Core Values
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Loyalty, Integrity, Pride, and Professionalism (LIPP)

Oregon National Guard Mission

The Oregon National Guard will provide the citizens of the State of Oregon and the United States with a ready force of citizen soldiers and airmen, equipped and trained to respond to any contingency natural or manmade.

Oregon National Guard Vision

The Oregon National Guard, striving for excellence and focused on readiness.

Special Information

Unit of military assignment is 272 CBCS in **AFSC: 33SX**. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)
must contain:**

(In addition to specific information requested in the job vacancy announcement)

JOB INFORMATION

Announcement number, title, and grade(s) of the job for which you are applying.

PERSONAL INFORMATION

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

EDUCATION

High school:
Name, city, and State (ZIP Code if known)

Colleges and universities:
Name, city, and State (ZIP Code if known)
Majors
Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

WORK EXPERIENCE

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

OTHER QUALIFICATIONS

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

APPLICATION PROCESS

Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date. Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

John P. Smith, IV

1234 Big Street Medium City, Any State 45678 H (555) 345-6789
emailname@Internetserviceprovider.org

Job Title announcement:

Announcement number: AR04-123A

ANY State Army National Guard

2/15/87 - 12/31/06

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

Job Title, Rank, GS-15, Step 09 (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

Big & Small Co.

2/15/64 – 2/14/87

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

Your Job title

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

Key accomplishments include:

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%